

# January

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Annual Report to Congress on SARA Activities	Annually January	
<b>FD</b>	RCRA Biennial Inventory of Federal Hazardous Waste (RCRA Section 3016 Inventory)	Annually January	
<b>FD</b>	Federal Occupational Injuries/Illness Log	Annually January	
<b>FD</b>	Nominations for Administrators Incentive Awards Program	Annually January	
<b>HRD</b>	Identification of recruiters/outreach reps.	Quarterly July, October, <b>January</b> , April	
<b>HRD</b>	List of recruitment/outreach activities	Quarterly July, October, <b>January</b> , April	
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly or as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635

# J a n u a r y

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>ITD</b>	Agency Information Systems Security Plans	Annually Start date <b>Beginning of January</b> Due Date to CIO March 31	REE P&P 253.3 ARS Information Systems Security Program
<b>PPD</b>	Proposed CAAS Requirements Over \$25,000 Report	Quarterly <b>January 8</b> , April 9, July 10, October 9	REE Bulletin 99-202 [currently being posted by ITD]
<b>PPD</b>	Purchase Card/Check use and Reconciliation Report	Quarterly <b>January 31</b> , July 31, April 30, October 31	REE P&P 213.3M Purchase Card - Interim Manual
<b>PPD</b>	4th Quarter BPA Report	15 days after quarter ends <b>January 15</b> , April 15, July 15, October 15	REE P&P 210.8 Procurement Preference Program
<b>PPD</b>	Large Business Report	15 days after quarter ends <b>January 15</b> , April 15, July 15, October 15	

# February

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	UST Inventory	Annually February	
<b>FMD</b>	Letter of Credit Activity	Sixty days after end of each quarter <b>February 29</b> , May 31, August 31, November 31	
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly or as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>ITD</b>	Security Cost Estimate Report (REE-wide)	Annually Approximately 2 <sup>nd</sup> wk. of February	
<b>PPD</b>	Combined 279/281 Report	Sixty days after end of each quarter <b>February 29</b> , May 31, August 31, November 31	REE P&P 210.8 Procurement Preference Program

# M a r c h

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>EAD</b>	Response to Senate Questions	Annually March 1	
<b>EAD</b>	Response to House Questions	Annually March 1	
<b>FD</b>	Hazardous Waste Annual/Biennial Report	Annually March	
<b>FD</b>	Annual Hazardous Chemical Inventory Report	Annually March	
<b>HRD</b>	Employee Exit Interview Report	Quarterly December, <b>March</b> , June, September 27	REE P&P 426.1 Employee Exit Clearance Procedures
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly or as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635

# A p r i l

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted <b>April</b> , May, June, July, August, September - FCB	
<b>FD</b>	Energy Management Report	Annually <b>April</b> - May - June - FEB	
<b>FD</b>	10-Year Facility Plan	Annually April - FEB	
<b>FD</b>	Hazardous Waste Cleanup Funds Project Req. Report	Annually April	
<b>FMD</b>	Salary Lapse Report	Quarterly, <b>April 17</b> , July 10, August 21	
<b>FMD</b>	Report of Acceptance of Funds from Outside Sources	Semi-Annually <b>April 15</b> and October 15	REE P&P 341.2

# A p r i l

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>HRD</b>	Acceptance of Travel Funds from Non-Federal Sources	Semi-annually <b>April 15</b> , October 15	P&P 341.2, 31 USC 1353
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly or as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>HRD</b>	Identification of recruiters/outreach reps.	Quarterly July, October, January, <b>April</b>	
<b>HRD</b>	List of recruitment/outreach activities	Quarterly July, October, January, <b>April</b>	
<b>PPD</b>	SF-295 Summary Subcontract Report & 294 Individual Contract Report	Semi-Annually <b>April 30</b> , October 30	FAR 52.219.9

# A p r i l

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>PPD</b>	Purchase Card/Check use and Reconciliation Report	Quarterly January 31, July 31, <b>April 30</b> , October 31	213.3M REE Purchase Card - Interim Manual
<b>PPD</b>	Proposed CAAS Requirements Over \$25,000 Report	Quarterly January 8, <b>April 9</b> , July 10, October 9	Bulletin 99-202 [currently being posted by ITD]
<b>PPD</b>	Large Business Report	15 days after quarter ends January 15, <b>April 15</b> , July 15, October 15	
<b>PPD</b>	4th Quarter BPA Report	15 days after quarter ends January 15, <b>April 15</b> , July 15, October 15	REE P&P 210.8 Procurement Preference Program

# May

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Building & Facility Requirements	Annually May	
<b>FD</b>	Energy Management Report	Annually April - May - June	
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted April, <b>May</b> , June, July, August, September	
<b>FMD</b>	Letter of Credit Activity	Sixty days after end of each quarter February 29, <b>May 31</b> , August 31, November 31	
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted April, <b>May</b> , June, July, August, September	



# May

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly or as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>PPD</b>	Combined 279/281 Report	Sixty days after end of each quarter February 29, <b>May 31</b> , August 31, November 31	210.8 Procurement Preference Program
<b>PPD</b>	Federal Activities Inventory Reform (FAIR) Act Report (A-76)	Annually May 1	

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<b><u>Requesting Division</u></b>	<b><u>Subject</u></b>	<b><u>Due Date or Approximate</u></b>	<b><u>Referenced</u></b>
<b>FD</b>	Space Management Report (3530)	Annually June	
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted April, May, <b>June</b> , July, August, September	
<b>FD</b>	Energy Management Report	Annually April - <b>June</b>	
<b>HRD</b>	Employee Exit Interview Report	Quarterly December, March, <b>June</b> , September 27	REE P&P 426.1
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly or as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635

# J u l y

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Pollution Prevention Annual Progress Report	Annually July	
<b>FD</b>	Threshold Determination for Toxic Chemical Release Reporting (EPCRA Section 313)	Annually July	
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted April, May, June, <b>July</b> , August, September	
<b>FMD</b>	Salary Lapse Report	Quarterly, April 17, <b>July 10</b> , August 21	
<b>HRD</b>	Identification of recruiters/outreach reps.	Quarterly <b>July</b> , October, January, April	

# J u l y

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>HRD</b>	List of recruitment/outreach activities	Quarterly <b>July</b> , October, January, April	
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly (or more) as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>PPD</b>	Procurement Preference Program Goals and Procurement Forecast	Annually July 15	210.8 Procurement Preference Program
<b>PPD</b>	Proposed CAAS Requirements Over \$25,000 Report	Quarterly January 8, April 9, <b>July 10</b> , October 9	Bulletin 99-202 [currently being posted by ITD]

# J u l y

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>PPD</b>	Large Business Report	15 days after quarter ends January 15, April 15, <b>July 15</b> , October 15	
<b>PPD</b>	Purchase Card/Check use and Reconciliation Report	Quarterly January 31, <b>July 31</b> , April 30, October 31	213.3M REE Purchase Card - Interim Manual
<b>PPD</b>	4th Quarter BPA Report	15 days after quarter ends January 15, April 15, <b>July 15</b> , October 15	210.8 Procurement Preference Program

# A u g u s t

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted April, May, June, July, <b>August</b> , September	
<b>FMD</b>	Letter of Credit Activity	Sixty days after end of each quarter February 29, May 31, <b>August 31</b> , November 31	
<b>FMD</b>	Salary Lapse Report	Quarterly, April 17, July 10, <b>August 21</b>	
<b>HRD</b>	Summer Employment	Annually August	

# A u g u s t

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly (or more) as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>PPD</b>	Procurement Outreach Plan	Annually August 1	
<b>PPD</b>	Combined 279/281 Report	Sixty days after end of each quarter February 29, May 31, <b>August 31</b> , November 31	210.8 Procurement Preference Program

# S e p t e m b e r

<b><u>Requesting Division</u></b>	<b><u>Subject</u></b>	<b><u>Due Date or Approximate</u></b>	<b><u>Referenced</u></b>
<b>FD</b>	ARMPS/Facility HPRL Reviews	Annually September	
<b>FD</b>	Building Disposals Report	Annually September	
<b>FD</b>	FEDPLAN Update (formerly OMB A-106)	Annually September	
<b>FD</b>	Annual Area R&M Funds Status Reports	Monthly as noted April, May, June, July, August, <b>September</b>	
<b>FMD</b>	Annual Resource Management Plan	September 10	



# S e p t e m b e r

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly (or more) as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>HRD</b>	Employee Exit Interview Report	Quarterly December, March, June, <b>September 27</b>	REE P&P 426.1

# O c t o b e r

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Location Safety and Health Committee Update	Annually October	
<b>FMD</b>	First Class Travel Report	Annually No later than October 31	Dept Policy ATR 301-3
<b>FMD</b>	Report of Acceptance of Funds from Outside Sources	Bi-Annually April 15 and <b>October 15</b>	P&P 341.2
<b>FMD</b>	Federal Managers' Financial Integrity Act	Annually October 15	
<b>HRD</b>	Identification of recruiters/outreach reps.	Quarterly July, <b>October</b> , January, April	

# O c t o b e r

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>HRD</b>	List of recruitment/outreach activities	Quarterly July, <b>October</b> , January, April	
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly (or more) as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>ITD</b>	Classified Material Report (REE-wide)	Annually Approximately 1 <sup>st</sup> wk. of October	
<b>PPD</b>	Proposed CAAS Requirements Over \$25,000 Report	Quarterly January 8, April 9, July 10, <b>October 9</b>	Bulletin 99-202 [currently being posted by ITD]

# O c t o b e r

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>PPD</b>	4th Quarter BPA Report	15 days after quarter ends January 15, April 15, July 15, <b>October 15</b>	210.8 Procurement Preference Program
<b>PPD</b>	SF-295 Summary Subcontract Report & 294 Individual Contract Report	Semi-Annually April 30, <b>October 30</b>	FAR 52.219.9
<b>PPD</b>	Purchase Card/Check use and Reconciliation Report	Quarterly January 31, July 31, April 30, <b>October 31</b>	213.3M REE Purchase Card - Interim Manual
<b>PPD</b>	Large Business Report	15 days after quarter ends January 15, April 15, July 15, <b>October 15</b>	

# N o v e m b e r

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Real Property Inventory Report (1166)	Annually November	
<b>FMD</b>	CRIS Activities Module Rollup	November 17	
<b>FMD</b>	Letter of Credit Activity	Sixty days after end of each quarter February 29, May 31, August 31, <b>November 31</b>	
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly (or more) as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635

# N o v e m b e r

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>PPD</b>	Ratification Report	Annually November 1	212.16 Approval of Ratification Actions within REE
<b>PPD</b>	Combined 279/281 Report	Sixty days after end of each quarter February 29, May 31, August 31, <b>November 31</b>	210.8 Procurement Preference Program

# December

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FD</b>	Annual Safety, Health, and Environmental Report	Annually December	
<b>HRD</b>	Employee Exit Interview Report	Quarterly <b>December</b> , March, June, September 27	REE P&P 426.1
<b>HRD</b>	Issuance of social security numbers for foreign nationals	Monthly (or more) as required	
<b>HRD</b>	Confidential Financial Disclosure Monthly Status Report	Monthly Due 15th of each month	18 USC, 5 CFR §2635
<b>PPD</b>	Subcontracting Directory	Annually December 1	

# December

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>PPD</b>	Procurement Performance Measures	Annually December 1	AGAR 18 & 18A
<b>PPD</b>	Performance Based Service Contracts Report	Annually December 1	
<b>PPD</b>	Transfers to Non-Federal Recipients (Under Stevenson-Wydler/ Computers for Education for Non-Accountable Property)	Annually December 1	REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management
<b>PPD</b>	Alternative Fuel Vehicle Reporting Requirements	Annually December 1	REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management
<b>PPD</b>	Government Aircraft Cost & Utilization	Annually December 1	REE Manual 221.1M, Personal Property, Motor Vehicle, and Aircraft Management



# M i s c e l l a n e o u s

<u>Requesting Division</u>	<u>Subject</u>	<u>Due Date or Approximate</u>	<u>Referenced</u>
<b>FMD</b>	Biennial Review of User Fees	Annually As determined by OCFO	
<b>FMD</b>	Unliquidated Financial Transactions Unpaid Obligations	Yearly requirement, but frequently optional. During the 2nd or 3rd quarter as initiated by NFC and or ARS	
<b>HRD</b>	Annual Ethics Training Request	Annually	5 CFR 2635, Part 8301